


## REQUEST FOR PROPOSAL

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**To:** ALL BIDDERS

**CTBTO Ref. No.:** 2025-0076/POLONSKAYA 

(PLEASE QUOTE ON ALL COMMUNICATIONS)

**Tel. No.:** +43 (1) 26030-6350

**E-mail:** procurement@ctbto.org

**Attn:**

Phone:

**Date:** 11 June 25

Fax:

Email:

**Subject:** 2025 On-Site Inspection E-Learning Modules Development

**Deadline for Submission:** 30 June 25

**Vienna Local Time:** 17:00

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites you to submit a proposal that meets the requirements of the attached documents.

You are kindly requested to complete and return the acknowledgement form by email as soon as possible.

If you have any questions you should contact the email address indicated above.

Yours Sincerely,

  
Sally Alvarez de Schreiner  
Chief, Procurement Services Section

## ACKNOWLEDGEMENT FORM

<b>Solicitation No:</b> 2025-0076	<b>Closing Date:</b> 30 June 25
<b>Title:</b> 2025 On-Site Inspection E-Learning Modules Development	<b>Vienna Local Time:</b> 17:00

**Procurement Staff:** Olga Polonskaya

**CTBTO Req. No.:** 0010026857

Please complete 'A' or 'B' or 'C'  
and Return

### **WITHIN FIVE (5) DAYS**

THE PREPARATORY COMMISSION FOR THE  
COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (CTBTO)

**by email to**  
procurement@ctbto.org

#### ***A: We shall submit our proposal***

By: \_\_\_\_\_  
(date)

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email/Tel: \_\_\_\_\_

#### ***B: We may submit and will advise***

By: \_\_\_\_\_  
(date)

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email/Tel: \_\_\_\_\_

#### ***C: We will not submit a proposal for the following reason(s)***

- \_\_\_ our current workload does not permit us to take on additional work at this time;
- \_\_\_ we do not have the required expertise for this specific project;
- \_\_\_ insufficient time to prepare a proper submission;
- \_\_\_ other (please specify) \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email/Tel: \_\_\_\_\_

## INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

### 1. General

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (the Commission) with its headquarters in Vienna is the International Organization mandated to establish the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The Treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an International Data Centre and on-site inspections to monitor compliance with the Treaty.

This Request for Proposal (RFP 2025-0076) is for the provision of Services as described in the Terms of Reference for “On-Site Inspection E-Learning Modules Development” (hereinafter referred to as the “Services”).

The Proposal shall meet all requirements stated in the Terms of Reference and be submitted in accordance with these Instructions for Preparation and Submission of Proposals. For this project, the Commission is seeking capabilities, which will ensure that the Services are delivered, and the tasks are accomplished expeditiously and at a reasonable cost.

### 2. Documents included in this RFP

This RFP consists of the following documents:

1. Letter of Invitation;
2. These Instructions for Preparation and Submission of Proposals, including the Bidder’s Statement and the following attachments:
  - Attachment 1: Evaluation Criteria and Method;
  - Attachment 2: Minimum Content of the technical Proposal and Technical Compliance Matrix; and
  - Attachment 3: Financial Bid - Price Schedule Form.
3. Vendor Profile Form;
4. Statement of Confirmation;
5. The Commission’s Model Call-Off Contract and its Annexes:
  - Annex A: The Commission’s General Conditions of Contract, also available at [CTBTO General Conditions of Contract\\_08-10-2021\\_final.docx](#) and incorporated hereby by reference;
  - Annex B: The Commission’s Terms of Reference.

*Note:* In the event of award, the Proposal will be incorporated as Annex C to the Contract.

6. List of CTBT State Signatories available at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#) and incorporated hereby by reference.

### 3. Amendment of RFP Documents

At any time prior to the closing date and time for submission of the Proposal, the Commission may, for any reason, modify the RFP documents by amendment. The Commission may consider extending the deadline in order to allow adequate time for considering the modifications in the preparation of the Proposal.

#### **4. Language of the Proposal**

The Proposal and all correspondence and documents relating to it shall be in English.

#### **5. Format and Submission of the Proposal**

The Proposal shall be typed, dated and signed by an official legally authorized to enter into contracts on behalf of your organization. The Proposal shall not contain any interlineation, erasures or overwriting except as necessary to correct errors, in which case such corrections shall be initialed by the authorized person(s) signing the Proposal.

The Proposal shall be submitted electronically in three separate pdf files:

one containing a Financial Proposal *with* prices  
one containing a Financial Proposal *without* prices  
one containing a Technical Proposal

The files shall be sent to **procurement@ctbto.org**.

The subject of the email shall contain the following:

**RFP 2024-0076/Polonskaya-On-Site Inspection E-Learning Modules Development**

No pricing/financial information shall be included in the Technical Section of the Proposal. Note however that a complete list of the items being offered (without the prices) shall be included in the Technical Section of the Proposal.

Submission in hardcopy to the below mailing address is also acceptable; in which case a memory stick containing the files of the proposal, as described above, shall also be included.

Chief, Procurement Section  
Office E0918  
CTBTO, Vienna International Centre  
Wagramer Strasse 5  
A-1400 Vienna, Austria

#### **6. Closing Date**

The Proposal shall be received by the Commission not later than the closing date indicated in the Letter of Invitation.

#### **7. Request for Clarifications and Contacting the Commission**

The Commission will issue clarifications, if required. Bidders are requested to e-mail any questions pertaining to this RFP as soon as possible after receipt of the solicitation documents, but in any case, no later than **seven (7) business days prior to the Closing Date**. No requests

for clarifications will be entertained after this time. Questions will only be accepted via e-mail sent to:

E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)  
Subject: RFP 2024-0076/Polonskaya - Request for Clarifications

The Commission will make all reasonable efforts to issue the clarifications not later than five (5) business days prior to the Closing Date.

Except in the case of responding to an RFP clarification, no bidder shall contact the Commission on any matter relating to the Proposal after its submission and until the award of the Contract. Any attempt to influence the Commission in its evaluation of the Proposal or the contract award decision may result in the rejection of the Proposal.

## **8. Eligible Goods and Services**

The goods and services (if any) to be rendered under the Contract shall have their origin in the States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) which is available in the CTBTO website at [www.ctbto.org](http://www.ctbto.org) under [Status of Signatures and Ratifications | CTBTO](#). For purposes of this paragraph, "the origin" means the place from where the materials, goods and/or from which the services are supplied.

## **9. Type of Contract and Payment**

The Commission intends to conclude a Contract with firm fixed cost. The terms and conditions of payment are described in the attached Model Contract.

## **10. Preparation of the Proposal**

The Proposal shall contain, but not necessarily be limited to, the information described below.

The Proposal shall be composed of the following separate parts:

- I. **Technical Proposal;** and
- II. **Financial Proposal.**

### **PART I: TECHNICAL PROPOSAL**

Please state the reference number and the date of this RFP in the Proposal and any correspondence relating to it.

#### **Point of Contact**

The Proposal shall state the contact details and address (name, telephone number, and e-mail address) of the person/point of contact in your company dealing with this RFP.

#### **Bidder's Statement, Statement of Confirmation and Vendor Profile Form**

The attached Bidder's Statement, Statement of Confirmation and Vendor Profile Form shall be duly filled-in, signed and submitted as part of the Technical Proposal.

#### **Description of Proposed Services**

The technical Proposal shall follow the ToR requirements and compliance matrix provided in **Attachment 2** and demonstrate a bidder's understanding of the required scope and deliverable, as well as demonstrate a bidder's overall capacity and experience for the execution of the Service.

### **Terms of Reference**

The Proposal shall include a detailed description of the proposed Services to confirm technical compliance as per ToR requirements. The Proposal shall demonstrate acceptance of the Service provision requirements and include relevant supporting information, if any.

The Proposal shall also provide any other relevant information which a bidder would like to bring to the attention of the Commission whether having/ or not having cost implications.

### **Commission's Inputs**

A description of the expected inputs/resources to be made available by the Commission and at what stage of the Services.

### **Qualifications and Personnel**

Documentary evidence of the bidder's personnel qualifications to provide the Services as stipulated in the ToR, which shall establish to the Commission's satisfaction that the bidder's personnel has experience necessary to perform the Contract. Curriculum vitae of all proposed specialist proposed for this Contract shall be provided in the Proposal.

Please note that it is the bidder's responsibility alone to obtain **any required permits for service implementation and work permits or visa or similar** for the personnel proposed to implement the Service. The Commission will make no effort nor accept any responsibility for obtaining work permits or visa or similar for the Contractor and Contractor's personnel.

### **Use of former Preparatory Commission for the CTBTO ("Commission") employees in the preparation of Quotations:**

A bidder must not, in the absence of prior written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation or the procurement process if the person:

- a. At any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
- b. At any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.

### **Sub-Contractors**

Names, legal status, address and qualifications of subcontractor(s), if any, and the scope of the subcontracted services. The Proposal shall provide a statement that your organization shall be fully responsible for the performance of sub-contractors. All sub-contractors shall be legally established in one of the CTBT States Signatories.

## **PART II: FINANCIAL PROPOSAL**

The Financial Proposal shall be prepared in **United States Dollars or Euro** and shall breakdown, separately, the costs for each task required by the Terms of Reference in accordance with **Attachment 3** (Price Schedule Form).

Note that clear and detailed explanations would enable us to evaluate the Bid promptly and proceed with fewer requests for clarifications/justifications in a later stage. This is also a factor influencing the decision for Contract award.

#### **Taxes**

In principle the Commission is exempt from taxes. Since the arrangement under which such exemption is respected varies from country-to-country, the selected bidder will be informed by the Commission whether tax exemption will occur at source or whether taxes paid by the selected bidder will be reimbursed by the Commission upon submission of the original supporting documentation.

##### *(1) For Austrian companies*

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or be separately identified on the Bid together with information on the nature of the tax and its method of calculation.

##### *(2) For European Union (EU) Companies*

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or separately identified on the Bid together with information on the nature of the Tax and its method of calculation. Due to the VAT exemption applicable to the Commission, no VAT will be charged to the Commission by the EEC Suppliers under the Contract (Ref. EU VAT Council Directive 2006/112/EC, Article 151).

##### *(3) For Non-EU Companies*

The price quoted shall be net of Taxes. All applicable Taxes payable by the selected bidder at the conclusion or implementation of the Contract in respect of the goods/services shall be quoted separately or be separately identified on the Bid together with information on the nature of the tax and its method of calculation. For deliveries to Vienna, Austria, and due to the tax exemption at source, applicable to the Commission, no Taxes shall be charged to the Commission under the Contract.

#### **11. Completeness and Correctness of the Proposal**

The Commission reserves the right to verify all information furnished by you in the Proposal through a source of its choice. Any inaccurate information so given may lead to the rejection of the Proposal.

#### **12. Validity of the Proposal**

The Proposal shall be valid for ninety (90) days after the deadline for its submission to the Commission, unless an extension of validity has been requested by the Commission.

**13. Correction of Errors**

The Commission will check the Proposal for any arithmetic errors. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

**14. Evaluation of the Proposal and Award**

The Commission, based on the evaluation criteria and method given in Attachment 1, will determine the Proposal that 'most effectively satisfies the technical and operational requirements set out in the solicitation documents. The Commission reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.

**15. Negotiations of the Proposal**

The Commission reserves the right to request clarifications on the Proposal and to enter into negotiations regarding technical or commercial aspects of the Proposal before awarding the contract under this RFP.

**16. Modification and Withdrawal of the Proposal**

Bidders may modify or withdraw their Proposals after their submission, provided that written notice of the modification or withdrawal is received by the Commission by the closing date for the submission of the Proposal. The Proposal may not be modified subsequent to the closing date and time.

**17. The Commission's Right to Reject the Proposal**

The Commission reserves the right to accept or reject the Proposal or to annul this procurement process at any time prior to the award of contract without having to inform the bidders of the grounds therefore, without thereby incurring any liability to the bidders.

**18. Costs of preparation and submission of the Proposal**

Bidders shall bear all the costs associated with the preparation and submission of their Proposal and the Commission will not be responsible or liable for those costs, regardless of the outcome of this RFP.

**19. Proprietary Information**

All documentation and information contained in this RFP are proprietary to the Commission and shall not be duplicated, used or disclosed -in whole or in part- for any purpose other than to evaluate them and respond to the Commission's request for Proposal or otherwise without prior written agreement of the Commission.



<b>BIDDER'S STATEMENT</b> <b>PLEASE FILL THIS FORM &amp; SUBMIT WITH THE BID</b>
<p>Warranty period applicable (it shall be for a <b>minimum of 24 months</b>, starting from the acceptance of the goods/services by the Commission) – please tick below:</p> <p><input type="checkbox"/> For a two-year period    <input type="checkbox"/> For a period of .....</p>
<p>Availability of local service in Vienna, Austria (if any/if applicable):</p>
<p>State country of origin or assembly of all items quoted:</p>
<p>Quantity discount and early payment discount (if any):</p>
<p>Include documentary evidence of qualifications to perform the order, which shall establish to the Commission's satisfaction that the bidder has the financial, technical and production capability necessary to perform the order in its entirety as required.</p> <p>Included in this Bid : Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>
<p><b>Confirmation that the bidder has reviewed the Commission's Model Contract and General Conditions of Contract and agreed to all terms and conditions.</b></p> <p style="text-align: center;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p><b>Remarks:</b></p>
<p>With regards to the software provided with the equipment, state and confirm whether the software licenses are transferable to third parties, i.e. the Commission or the Commission's State Signatories (Member States).</p> <p style="text-align: center;">Yes <input type="checkbox"/>                      No <input type="checkbox"/>                      Not applicable <input type="checkbox"/></p> <p><b>Remarks:</b></p>
<p><b>Name:</b></p> <p><b>Name &amp; Title of Contact Person:</b></p> <p><b>Signature &amp; date:</b></p>

**Attachment 2**  
**Evaluation Criteria and Method**  
**RFP 2025-0076 for On-Site Inspection**  
**E-Learning Modules Development**

Ref No. in TOR	1. QUALIFICATION REQUIREMENTS (PASS/FAIL)	PASS/FAIL		
3.1	Confirmed development -target module delivery deadlines	PASS/FAIL		
3.2.	Confirmed development of modules in line with project components stipulated in the ToR	PASS/FAIL		
4	Confirmed methodology, standards and technology to be applied for development of modules	PASS/FAIL		
5	An example of at least three previous e-learning modules of similar scope and complexity provided via a functional link(s).	PASS/FAIL		
5	All required licenses and accreditation for the development of E-learning modules.	PASS/FAIL		
6	Demonstrated ability of the Contractor's personnel to work with subject matter experts in fields related to OSI inspection techniques such as geophysics, radiation monitoring, visual observation and multi-spectral imaging, seismology, etc. in the development of e-learning modules which deal with complex technical topics or detailed procedures resulting in effective e-learning resources.	PASS/FAIL		
6	Development Team (one member) - Minimum (5) years of proven experience in creating learning paths/journeys, proficiency in instructional design/adult learning.	PASS/FAIL		
6	Project Lead- Demonstrated experience in managing the development of at least 5 similar e-learning modules	PASS/FAIL		
Ref No. in TOR	2. TECHNICAL REQUIREMENTS - EVALUATION CRITERIA AND METHOD	Points		
	Quality of the Proposal	Max Points	Factor	Weighted score
3-8	Extent to which all aspects of the TOR have been addressed in sufficient detail and clarity	5	2	10
2-9	Understanding of the Scope of Work and Service Requirements demonstrated in the offer	5	2	10
6	Contractor has a proven track record with a minimum of 10 years of experience with designing and implementing scenario-based e-learning modules (at least two references, preferably from international organizations).	5	1	5
6	Team Member (at least one) At least three (3) out of five (5) years of recent experience in development of fundamentally sound e-learning modules and resources to a technical end user group similar to the Target Audience.	5	1	5
	<b>TOTAL - Technical Evaluation</b>	<b>20</b>		<b>30</b>
	The minimum number of points to pass the technical evaluation is weighted score 18.			

**EVALUATION METHOD:**

**1. Technical Evaluation:**

The technical evaluation process will be done in two stages:

- 1) Stage 1: Technical proposals will first be evaluated against the mandatory requirements outlined in section 1 above, on a PASS/FAIL basis.  
Compliance with all mandatory requirements is required in order to pass stage 1 of the technical evaluation and to be further considered for stage 2 of the evaluation process
- 2) Stage 2: The technical proposals that have passed stage 1 of the technical evaluation process, will be evaluated against the weighted criteria set forth in the evaluation matrix above.  
In order to pass this stage, bidders must obtain at least 18 scores in accordance with the scoring table indicated below:

Points	Scoring
0	Unsatisfactory - Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
1 - 2	Weak - Does not meet the minimum technical, functional, or performance related criterion.
3	Good - Meets the minimum requirements of the criterion.
4	Very good - Exceeds the criterion in some areas.
5	Excellent - Exceeds the criterion in all areas.

**2. Financial evaluation:**

Once the technical evaluation is finalized, the financial offers of the technically compliant bidders will be evaluated in accordance with the formula given below:

$$X = \text{Max Available Points} * Y/Z$$

Legend:

X= points to be assigned to the offer being evaluated  
Y= price of the lowest priced, technically compliant offer  
Z= price of the offer being evaluated

**3. Award:**

The Contract will be awarded to the bidder who receives the highest combined score resulting from the technical and financial evaluations. The weight of the technical and financial components is 60% and 40% respectively, subject to commercial and contractual acceptability.

## VENDOR PROFILE FORM (VPF) – FOR PRODUCTS/SERVICES/WORK

1. Name of Company:		
2. Street Address:	3. Telephone:	
P.O. Box: City:	4. E-Mail:	
Zip Code: Country:	5. Website:	
6. Contact Person: <span style="float: right;">Title:</span>		
7. Legal Status (e.g. Partnership, Private Limited Company, Government Institution) PLEASE INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION		
8. Year Established:	9. Number of Employees:	
10. Gross Corporate Annual Turnover (US\$m)*:	11. Annual Export Turnover (US\$m)*:	
12. Type of Business/Products:    Manufacturer <input type="checkbox"/> Sole Agent <input type="checkbox"/> Supplier <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
13. Type of Business/Services/Work:    Engineering <input type="checkbox"/> Civil Work <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Other <input type="checkbox"/> (please explain)		
14. References (your main customers, country, year and technical field of products, services or work): **		
15. Previous Supply Contracts with United Nations Organizations (over the last 3 years)**  <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Organization:</span> <span>Value in US\$ Equivalent:</span> <span>Year:</span> </div>		
16. Summary of any changes in your company's ownership during the last 5 years:		

\* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.  
 \*\* Please provide supplementary documentation on these items.

17. List of Products/Services/Work offered:	
Product/Service/Work #	Product/Service/Work Description

18. This section shall be **signed and stamped** by an official legally authorized to enter into contracts on behalf of your organization:

Name:	Title:	Signature:	Date:
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<b>Bank Details</b>  Bank Name:  Bank Address:  Exact Account Holder Name:	<b>Beneficiary Details</b>  Beneficiary Name: <small>(exactly as stated on bank statements)</small>  IBAN: <small>(if applicable)</small>  Account number:  SWIFT/BIC:  ABA/Sort Code:
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**Additional Details** (if applicable)  
  
 Correspondent bank:  
  
 Correspondent account number:  
  
 Correspondent SWIFT/BIC:  
  
 Tax Identification Number:

FOR CTBTO USE ONLY		
Evaluated By:	Initials	Date:
Updated By:	Initials	Date:
Remarks:		

\* Please provide a copy of the most recent audited annual report and accounts. Note: Export includes services or work performed abroad or for foreign clients.  
 \*\* Please provide supplementary documentation on these items.

## STATEMENT OF CONFIRMATION

On behalf of (name of firm or organization): \_\_\_\_\_, I hereby attest and confirm that:

- a) The firm/organization possesses the legal status and capacity to enter into legally binding contracts with the Commission for the supply of equipment, supplies, services or work.
- b) The firm/organization is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a court or a judicial officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) The firm/organization has fulfilled all its obligations to pay taxes and social security contributions.
- d) The firm/organization has not, and that its directors and officers have not, within the last five years been convicted of any criminal offense related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) The Commission, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the firm/organization from any further participation in procurement proceedings.
- f) The firm/organization did not/will not attempt to influence any other bidder, organization, partnership or corporation to either submit or not submit a proposal/bid/quotation.
- g) The firm/organization will not, in the absence of a written approval from the Commission, permit a person to contribute to, or participate in, any process relating to the preparation of a Quotation/Bid/ Proposal or the procurement process if the person:
  - a. at any time during the 12 months immediately preceding the date of issue of the Solicitation was an official, agent, servant or employee of, or otherwise engaged by the Commission;
  - b. at any time during the 24 months immediately preceding the date of issue of the Solicitation was an employee of the Commission personally engaged, directly or indirectly, in the definition of the requirements, project or activity to which the Solicitation relates.
- h) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) have been identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to the UN Security Council Resolution 1267 (Consolidated Sanctions List).<sup>1</sup>
- i) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) are subject to any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

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<sup>1</sup> The Consolidated United Nations Security Council Sanctions List can be found on the following website:  
<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>

- j) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any), is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- k) Neither the organization/firm, its parent entities (if any), nor any of its subsidiary or affiliated entities (if any) will use the funds received under contracts/purchase orders with the Commission to provide support to individuals, groups, undertakings or entities associated with terrorism.
- l) The prices in the firm/organization's proposal/bid/quotation have been arrived at independently, without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
- m) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of the Commission a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by, the Commission in connection with a procurement proceeding.
- n) The Commission shall have the right to disqualify the firm/organization from participation in any further procurement proceedings if it does not disclose to the Commission any situation that may appear as a conflict of interest, and if it does not disclose to the Commission if any official or professional under contract with the Commission have an interest of any kind in the firm/organization's business or any kind of economic ties with the firm/organization.
- o) The firm/organization expressly agrees to abide by the United Nations Supplier Code of Conduct.<sup>1</sup>

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Place (City and Country): \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>



## MODEL CONTRACT

between

THE PREPARATORY COMMISSION  
FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY  
ORGANIZATION

and

(INSERT NAME OF THE CONTRACTOR)

for

the provision of services pertaining to  
On-Site Inspection E-Learning Modules Development

This Contract comprises this cover page, a table of contents, 8 (eight) pages of text, a signatories page, a List of Annexes and 3 (three) Annexes (A to C)

[Month, year]

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## MODEL CONTRACT

This CONTRACT is entered into between the PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION (hereinafter referred to as the “Commission”), having its office located at Wagramer Strasse 5, 1400 Vienna, Austria, and \_\_\_\_\_ (hereinafter referred to as the “Contractor”), having its registered office located at \_\_\_\_\_ [address] (both hereinafter individually referred to as the “Party” and collectively as the “Parties”).

The Parties hereto mutually agree as follows:

### 1. DEFINITIONS

In this Contract, words and expressions shall have the same meanings as respectively assigned to them in the General Conditions of Contract and the Terms of Reference. In addition, the following words and expressions shall have the meanings hereby assigned to them:

“**Annex A**” means the Commission’s General Conditions of Contract.

“**Annex B**” means the Commission’s Terms of Reference.

“**Annex C**” means the Contractor’s Proposal.

“**Contract**” means this document, its Annexes and any further modifications or such further documents as may be expressly incorporated in this Contract by the Parties in accordance with Clause 20 below.

“**Contractor**” means the legal entity named in the preamble of this Contract or its successors. The Contractor shall be the only interface for all matters pertaining to execution of the work under this Contract.

“**Party(ies)**” means the Commission and/or the Contractor, as the context requires.

“**Rule(s)**” means any regulation(s), official directive(s), ordinance(s), guideline(s), customs and practices.

“**Services**” means the activities or tasks to be performed by the Contractor under the Contract as requested by the Commission.

“**Taxes**” means all direct and indirect taxes (including value added tax, general sales tax or goods and services tax), assessments, fees, customs duties, liens and charges in as much as they are levied in conclusion or implementation of the Contract, including customs restrictions and

charges of similar nature in respect of articles imported or exported for the Commission's official use.

## **2. AIM OF THE CONTRACT**

The aim of this Contract is to provide Services, namely, On-Site Inspection E-Learning Modules Development (hereinafter referred to as the "Services" or "Work"), for the Commission.

## **3. ENTRY INTO FORCE AND DURATION OF THE CONTRACT**

This Contract shall enter into force upon the date of the last signature by the authorized representatives of the Parties (hereinafter referred to as the "**Effective Date**") and it shall remain in force until the Parties fulfill all their obligations hereunder.

## **4. COMMENCEMENT AND COMPLETION OF THE SERVICES**

The Contractor shall commence the Services [on ..... /on the Effective Date/within ..... weeks/days of the Effective Date]. The Services shall be completed not later than

.....

## **5. STANDARD OF WORK**

The Contractor shall furnish the highest skill and judgement and cooperate with the Commission, including all the Commission's consultants and agents, in best furthering the interests of the Commission and the aim of this Contract. The Contractor shall provide efficient business administration and supervision and perform the Work in the best way and in the most expeditious and economical manner consistent with the requirements set forth in this Contract.

## **6. RESPONSIBILITIES OF THE CONTRACTOR**

- (a) The Contractor shall provide the Services described in Annexes B and C.
- (b) The Contractor shall provide qualified English-speaking personnel as necessary to perform the Services under this Contract. The key persons shall be available for possible tasks related to the Services throughout the duration of the Contract period. Any replacement of the key personnel shall be made in accordance with Clause 7 of Annex A.

## **7. WARRANTY**

The provisions of Clause 28 of Annex A shall apply to the Services performed by the Contractor.

## **8. PERMITS, NOTICES, LAWS AND ORDINANCES**

- (a) The Contractor shall obtain and pay for all permits and inspections necessary for the proper execution and completion of the Work that are customarily obtained upon execution of this Contract and that are legally required at the time the Proposal is received by the Commission.
- (b) The Contractor shall give all notices required by the nature of the Work.
- (c) If the Contractor notices that the Work or any part thereof required under this Contract is not in accordance with applicable laws and Rules, or with technical or safety standards, it shall promptly notify the Commission thereof in writing.

## **9. PROTECTION OF PERSONS AND PROPERTY**

- (a) The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programmes in connection with the Work.
- (b) The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury and loss to:
  - (i) all employees on the Commission's premises and all other persons who may be affected thereby;
  - (ii) all the Work, Equipment, its spare parts, materials and supplies to be incorporated therein, whether in storage on or off the Commission's premises, which are under the care, custody or control of the Contractor or any of its subcontractors; and
  - (iii) other property on the Commission's premises or adjacent thereto.
- (c) The Contractor shall give all notices and comply with all applicable laws and Rules bearing on the safety of persons and property and/or their protection from damage, injury and loss.
- (d) The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for the safety and protection of persons and property, including posting danger signs and other warnings against hazards and promulgating safety regulations.
- (e) When the use or storage of combustible, explosive or other hazardous materials is necessary for the execution of the Work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.
- (f) The Contractor shall be responsible for the prevention of accidents on the Commission's premises during the execution of the Work.
- (g) In any emergency affecting the safety of persons or property, the Contractor shall promptly act to prevent threatened damage, injury and loss.

- (h) The Contractor shall promptly remedy all damage and loss to any property, referred to in Sub-Clause (b) above, caused in whole or in part by the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible under Sub-Clause (b) above, except damage and loss attributable to the acts or omissions of the Commission or anyone directly or indirectly employed by it, or of anyone for whose acts the Commission may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to its obligations under Clause 9 of Annex A.

## 10. RESPONSIBILITIES OF THE COMMISSION

The Commission shall designate members of its staff to act as points of contact for the Contractor to ensure that the Services are carried out in accordance with Annexes B and C, and shall promptly notify the Contractor thereof. The Commission shall respond promptly to requests for information by the Contractor regarding the Services.

## 11. CONTRACT PRICE

- (a) The Commission shall pay to the Contractor, in consideration of the full and proper performance of its obligations under the Contract a firm fixed price of [EURO/US\$]\_\_\_\_\_ [in numbers and words] (hereinafter referred to as the “**Contract Price**”).

**[NOTE: THE PRICE INDICATED IN THIS CLAUSE SHALL EXCLUDE TAXES.]**

- (b) The Contract Price shall cover all costs and expenses, excluding Taxes, incurred by the Contractor for the full and proper performance of all obligations under the Contract (including travel, allowances, management and remuneration of the personnel, national income tax, medical insurance, and social security contributions). It also includes work performed by the Contractor’s personnel outside the Commission’s normal working hours.
- (c) The Contract Price shall be firm and fixed and shall not be subject to escalation. The Contractor shall not do any work, provide any materials or equipment, or perform any services which may result in any charges to the Commission over and above the Contract Price without the prior written consent of the Commission and a formal written amendment to this Contract.
- (d) **[PLEASE IDENTIFY WHETHER TAXES ARE APPLICABLE UNDER THIS CONTRACT AND SELECT ONE OF THE FOLLOWING OPTIONS AT THE TIME OF AWARD]:**

The Contractor shall be reimbursed by the Commission for such taxes on the basis of actual amounts paid and duly documented by the Contractor as per Clause 12 (e).

**OR**

No Taxes are applicable under this Contract.

## 12. PAYMENT

- (a) The Contract Price shall be paid in accordance with the following payment schedule and subject to the following conditions:

[A progress payment schedule based on milestone deliveries may be included in the proposal. Any applicable Taxes shall be identified separately, and not be included in the Contract amount, i.e. "Upon [milestone] the amount of [EURO/US\$] \_\_\_\_\_ [in numbers and words], and [indicate the applicable Tax] in the amount of [EURO/US\$] \_\_\_\_\_ [in numbers and words].

- (b) The Commission shall make the payments to the Contractor on the basis of an invoice submitted by the Contractor as per 12 (d) below. All payments shall be made within 30 (thirty) days of the receipt and acceptance of the invoice, provided that the Work has been satisfactorily completed and has been accepted by the Commission.
- (c) The making of any payment hereunder by the Commission shall not be construed as an unconditional acceptance by the Commission of the Work accomplished by the Contractor up to the time of such payment.
- (d) The Contractor shall submit an invoice electronically, from the Contractor's official e-mail address in PDF format, duly signed and sealed by the Contractor and submitted to the Commission's email address specified in Clause 21 below. Each invoice shall contain the Contract number (CTBTO and SAP numbers), detailed banking instructions, including the name and address of the Contractor's bank, account number, account holder's name and SWIFT, IBAN and/or ABA codes for payment by electronic transfer.

**[NOTE: PARAGRAPH (e) BELOW ONLY APPLIES IF THERE ARE TAXES (SEE CLAUSE 11 (d) ABOVE). IF NO TAXES ARE APPLICABLE UNDER THIS CONTRACT, PARAGRAPH (e) SHOULD BE OMITTED.]**

- (e) Applicable Taxes payable by the Contractor and/or its subcontractor(s) in respect of the Work shall be invoiced separately or be separately identified on the invoice. Actual payment of the Taxes must primarily be supported by original documentation such as invoices, bank account statements, transfer orders, or receipts issued by the local tax or customs authorities. If submission of such original documentation is not possible for justifiable reasons, their copies could be accepted by the Commission provided that they are duly signed and certified by local tax or customs authorities. In case the currency in which the Taxes are levied is not the currency of the Contract, bank statements (or equivalent) showing the exchange rate used for the conversion should be submitted to the Commission, in addition to any other supporting documentation.

## 13. TEMPORARY SUSPENSION OF WORK

The Commission may, at any time, temporarily suspend the Work, in whole or in part, being performed by the Contractor under this Contract by giving 30 (thirty) days' advance notice in writing to the Contractor. The Work so suspended shall be resumed by the Contractor on the basis of a revised time schedule and on terms and conditions to be mutually agreed upon between the Parties.

#### **14. DELAYS AND EXTENSION OF TIME**

- (a) If the Contractor is delayed at any time in the progress of the Work by any act or omission of the Commission or by any of its employees, or by any other contractor employed by the Commission, or by changes in the Work ordered by the Commission, or by any causes beyond the Contractor's reasonable control, or by any other cause which the Commission determines may justify the delay, then the time for completion of the Work shall be extended by an amendment to this Contract in accordance with Clause 21 below for such reasonable time as the Commission may determine.
- (b) Any request for extension of the time for reasons referred to in Clause 14 (a) above shall be submitted to the Commission not later than 20 (twenty) days after the commencement of the delay, otherwise said request shall be deemed to be waived. Such request shall state grounds for the delay and shall provide an estimate of the probable effect of such delay on the progress of the Work.

#### **15. CONTRACTOR'S CLAIMS AND REMEDIES**

In no event shall the Contractor make any claim against the Commission for or be entitled to additional costs or compensation resulting from any delays in the progress or completion of the Work or any portion thereof, whether caused by the acts or omissions of the Commission, including, but not limited to, damages related to overheads, loss of productivity, acceleration due to delay and inefficiency. The Contractor's sole remedy in such event shall be an extension of time for completion of the Work, provided the Contractor otherwise meets the requirements and conditions set forth in this Contract.

#### **16. ENTIRE AGREEMENT**

This Contract represents the final agreement in respect of the Services and shall supersede all prior agreements and representations between the Parties in this respect. Annexes A to C shall constitute integral parts of this Contract and shall be of full force and effect.

#### **17. DISCREPANCIES**

If there are discrepancies or conflicts between any of the documents that are part of this Contract, the document to prevail shall be given precedence in the following order:

- (i) This document;
- (ii) The Commission's General Conditions of Contract (Annex A);
- (iii) The Commission's Terms of Reference (Annex B);
- (iv) The Contractor's Proposal (Annex C).

## 18. SEVERABILITY

If any term and/or provision of this Contract is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired thereby.

## 19. NO WAIVER

Failure by a Party to enforce a right shall not be deemed to be a waiver of that right unless otherwise expressly provided in this Contract.

## 20. CONTRACT AMENDMENT

No modification of, or change in, this Contract, or waiver of any of its provisions, or additional contractual relationship with the Contractor shall be valid unless approved in the form of a written amendment to this Contract, signed by duly authorized Representatives of the Contractor and of the Commission.

## 21. TRANSMISSION OF NOTICES AND OTHER DOCUMENTS

Notices, invoices, reports and other documentation under the Contract shall be delivered or sent to the relevant Party as follows (or to such person/title, address, facsimile number or email address as the Party may substitute by notice after the date of the Contract):

(a) The Commission:

For Contractual Issues:

*Chief, Procurement Services Section  
Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)  
Vienna International Centre  
Wagramerstrasse 5, P.O. Box 1200  
1400 Vienna, Austria  
Tel: + (43 1) 26030 6350  
E-mail: [procurement@ctbto.org](mailto:procurement@ctbto.org)*

For submission of invoices:

*Accounts Payable  
CTBTO Financial Services Section  
Vienna International Centre  
Wagramerstrasse 5, P.O. Box 1200  
1400 Vienna, Austria  
Tel: + (43 1) 26030 6292  
E-Mail: [Payable\\_Invoices@ctbto.org](mailto:Payable_Invoices@ctbto.org)*

For invoices and payment-related enquiries:

[Payments@ctbto.org](mailto:Payments@ctbto.org)

- (b) The Contractor:

## **22. EFFECTIVENESS**

- (a) Except as provided below, any communication in connection with the Contract will be deemed to be given as follows:
- (i) if delivered in person, at the time of delivery;
  - (ii) if by registered mail or courier, when received;
  - (iii) if by electronic communication, when retrievable by the Commission in document form.
- (b) A communication given under Clause 22 (a) above that is received or becomes retrievable on a non-working day or after business hours at the seat of the Commission will only be deemed to be given on the next working day of the Commission.

*[Remainder of page intentionally left blank]*



IN WITNESS hereof, the duly authorized Representatives of the Parties have executed this Contract:

For and on behalf of the **PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION:**

---

[Name and Position]

Date: \_\_\_\_\_

Place: Vienna, Austria.

For and on behalf of **[CONTRACTOR]:**

---

[Name and Position]

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## **LIST OF ANNEXES**

**ANNEX A:** THE COMMISSION'S GENERAL CONDITIONS OF CONTRACT

**ANNEX B:** THE COMMISSION'S TERMS OF REFERENCE

**ANNEX C:** THE CONTRACTOR'S PROPOSAL

## Annex B

### Terms of Reference

#### On-Site Inspection

#### E-Learning Modules Development

## 1. Background

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the “CTBTO” or the “Commission”) with its headquarters in Vienna is the International Organization mandated to establish the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (hereinafter referred to as the CTBT), which is the Treaty banning any nuclear weapon test explosion or any other nuclear explosions. The Treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an International Data Centre and on-site inspections to monitor compliance with the Treaty. For more information, please visit [www.ctbto.org](http://www.ctbto.org)

The On-Site Inspection (hereinafter referred to as “OSI”) Division is tasked with the establishment of the OSI regime by the Treaty’s entry-into-force. This includes the development of OSI operational capabilities and the inspectorate training programme. Methodologies utilized in the training of surrogate inspectors include the use of e-learning and e-training tools, classroom-based presentations, tabletop exercises, station rotations and field exercises.

The OSI Training section has launched the OSI linear training programme (hereinafter referred to as the “LTP”) which onboards a new cohort of surrogate inspector trainees into the training programme while concurrently maintaining the skills and capabilities of rostered surrogate inspectors through refresher training activities, both face-to-face and online. A core component of this process includes the development of e-learning resources to be utilized as onboarding training material for new trainees and as skills maintenance and refresher training tools for rostered surrogate inspectors. The delivery of OSI e-learning courses and activities are hosted on the Moodle Workplace-based OSI learning management system.

## 2. Purpose/objective of the project

The use of OSI e-learning tools takes place both prior to and throughout the conduct LTP training courses. They are a critical resource that effectively and efficiently prepare trainees for participation in face-to-face courses and to perform tasks covered in the e-learning during hands-on training. This also applies to rostered surrogate inspectors who have completed the training programme as the remote refresher e-learning modules provide a step-by-step video tutorial on equipment usage and serve as a useful reference for performing inspection tasks in the field.

The Contractor will work with OSI staff members, subject matter experts and a video production Contractor for the development of two (2) new e-learning courses.

The e-learning modules will prepare learners to participate in future on-site (face to face) training courses and OSI exercises. Each module must be scenario-based and present the learner with a realistic and dynamic learning experience based on situations that they are likely to encounter during OSI activities. These scenarios shall be illustrated using appropriate multimedia including role play videos, animations, image galleries, illustrations, etc.

The e-learning modules will include built-in proficiency, and competency checks and instant feedback mechanisms, to quantifiably measure and confirm that learning has been transferred.

### Target Audience

The target audience includes multi-lingual and multi-cultural end users from CTBT States Signatories that have expertise in the following OSI scientific disciplines and processes:

- Geophysical techniques
- Seismic techniques
- Optical sensing including Multi-spectral and Infrared (MSIR)
- Radionuclide and Noble Gas techniques
- In-Field Operations Support for Field Deployments

## 3. Scope of services

### 3.1. Estimated schedule

These Terms of Reference call for the delivery of two (2) scenario-based e-learning modules:

**Table 1**

Module	Target Audience	Approximate learning time	Target module delivery
Advanced level module  “The Start of an OSI (Launch Phase, Pre- Inspection Phase activities, The Operations Support Centre, Point of Entry activities)”	<ul style="list-style-type: none"><li>Remote refresher by rostered surrogate inspectors</li></ul>	75 – 90 minutes	5-6 months after contract signature (target early October 2025)*
Introductory level module  “Health and Safety: First Aid in an OSI context”	<ul style="list-style-type: none"><li>All surrogate inspectors entering LTP</li><li>Regional Introductory Course trainees</li><li>Remote refresher by rostered surrogate inspectors</li></ul>	75 – 90 minutes	6-8 months after contract signature (target early December 2025)*

\* The final delivery date may be subject to adjustment if delays arise due to dependencies on other project components and/or resources. CTBTO will provide access to a Microsoft Teams project channel which will provide access to relevant project documents, digital media files and the final archive for all project materials, files and documentation.

### 3.2. Project Components

Each e-learning module has the following project phases:

1. Kick off meeting with the CTBTO project manager and Subject Matter Expert(s)
2. Development of storyboards for each module and short videos in close cooperation with relevant OSI subject matter experts
3. Gathering of relevant source material
4. Kick off meeting with the video production Contractor and multimedia/animation production

Conditions:

- All kick off meetings and subsequent check-in and review meetings are envisaged to take place online via Teams.
- The e-learning development Contractor Project Lead is required to be present during the scheduled video shoot dates. There are a maximum of 8 envisaged video shooting days (4 per module) taking place in Vienna at the CTBTO headquarters, TeST Centre in Seibersdorf, Austria or in the vicinity of the TeST Centre (35km maximum distance).

The project components for each module are provided in the table below. Each e-learning module development project (hereinafter referred to as the “Project”) will comprise of two milestones as indicated in the table.

Parties of Project:

- CTBTO
- E-learning development contractor (Contractor)

The video production contractor (will be separately contracted by the CTBTO with a separate ToR).

**Table 2**

Project Components	Actions and Parties responsibilities	Mode/Format of communication and data transfer
1. Kick off meeting	<b>Contractor and CTBTO:</b> meet to kick off the project and confirm implementation plan with target dates, establish communication channel and Project platform (Microsoft Teams).	Off-site (Online via Teams)
2. Module outline	<b>CTBTO:</b> provides the Contractor with an outline detailing the module learning objectives and outcomes, the structure and topics (chapters).	Off-site (via Project platform)
3. Source text document	<b>CTBTO:</b> provides the Contractor with a source text document (which is compiled using the relevant OSI quality management system documents such as the OSI operational manual, standard operating procedures, work instructions, field guides and manufacturer manuals) is provided to the Contractor. A glossary section will also be provided for inclusion in the e-learning module.	Off-site (via Project platform)
4. Storyboard/Script	<p><b>Contractor:</b> develops a detailed instructional design document derived from the source text document which provides the scripts for on-screen text, narrated text, videos, animated scenarios, interactions and knowledge check questions (assessments) and defines the course in a scene-based structure for development in the e-learning authoring tool.</p> <p>A detailed description and inventory of video clips to be captured (shot list) shall be included and shall include chapter and scene number.</p> <p><b>CTBTO:</b> reviews and approves a detailed instructional design document.</p>	Off-site (via Project platform)
5. Collection of on-screen resources	<p><b>CTBTO:</b> provides photos and editing videos from archive.</p> <p><b>Contractor:</b> integrates resources into e-learning module and saves it on the Project platform, as appropriate.</p>	Off-site (via Project platform)
<b>MILESTONE 1 completion</b>	<b>Contractor:</b> Prepares and provides a Task Report for Milestone 1 to CTBTO as stipulated in Section 8 of the TOR.	Off-site (via Project platform)
6. Development of new on-screen materials and voiceovers	<p><b>Contractor:</b> develops animations, illustrations, etc. as required using the e-learning authoring tool or rapid animation generation tools as per the storyboard/script.</p> <p>Contractor provides voiceover narration or realistic computer-generated voice in a native English-language style. Voiceover recordings from a voice actor are preferred.</p> <p>Contractor shall save all materials on the Project platform.</p>	
7. Video shoot plan	<b>Contractor:</b> will create a detailed daily video shoot plan aligned with the approved storyboard, specifying scene setups, camera angles, lighting, talent, and locations for each shot. This plan will ensure consistency with the instructional design and streamline production by serving as a clear reference for the filming team.	Off-site (via Project platform)

<b>8. Kick off meeting for video production</b>	<p><b>All Project Parties:</b> All project stakeholders will meet to discuss the video production phase, review the storyboard and script, and finalize the video shoot plan to ensure clear coordination and a smooth, efficient production process.</p>	Off-site (Online via Teams)
<b>9. Recording of new videos</b>	<p><b>CTBTO:</b> with assistance of the Contractor will provide guidance to the video production contractor to ensure adherence with the storyboard/script and video shoot plan.</p> <p><i>For information: The video production company will be separately contract by CTBTO. The video production contractor will provide all video production equipment and will be responsible for staging and preparing the “video sets”, video and audio recording and archiving of the raw video footage.</i></p> <p><i>A total of a maximum of 8 filming days are envisaged, 4 days per module.</i></p> <p><i>CTBTO will arrange and provide access to the filming locations on-site at the CTBTO TeST Centre in Seibersdorf, Austria (or at field location in proximity 35 km maximum distance), Vienna International Centre.</i></p>	On-site
<b>10. Editing of raw video files/scenes</b>	<p><b>CTBTO and Contractor:</b> shall review raw edit sequences and confirm that they match the storyboard/script.</p> <p><i>For information: The video production contractor will organize the captured raw materials from the filming and create one sequence for each video clip/scene listed in the script/storyboard. The narrations provided by the e-learning developer (Contractor) will be added to the raw edit sequences by the video production contractor. The video production contractor will save the project files and raw clips in such a way that the links to media files will be retained when used by the Contractor.</i></p> <p><i>The video will be edited by the video production contractor using the latest version of Adobe Premiere Pro.</i></p> <p><i>Raw video clips, and Premiere Pro project files will be stored and shared by the video production contractor via Project platform.</i></p>	Off-site (via Project platform)
<b>11. Final editing of videos</b>	<p><b>Contractor:</b> shall perform the final edits of the sequences of the raw edits provided by the video production contractor. This includes addition of on-screen text, pop-up, insertion of graphics, images, titles, animations, etc. as per the script/storyboard. The subtitles should be generated in such a way that allows for their use in the e-learning authoring tool to enable their visibility to be toggled on or off by the end user.</p> <p>A transcript and subtitle track shall be created by the Contractor for each scene.</p> <p><b>CTBTO:</b> reviews and confirms acceptance.</p>	Off-site (via Project platform)
<b>12. Development of draft e-learning module</b>	<p><b>Contractor:</b> creates the draft e-learning module using the agreed-upon e-learning authoring tool. The Contractor integrates all digital media assets from previous steps and implements the instructional design as outlined in the approved storyboard.</p>	Off-site (via Project platform)

	<i>Note: The preferred e-learning authoring tool of the Commission is Articulate Storyline 360.</i>	
<b>13. Review of draft modules</b>	<p><b>CTBTO:</b> subject matter experts will review the draft e-learning module and provide comments. Two rounds of review and revision are envisaged.</p> <p><b>Contractor:</b> implements revisions after each round of reviews.</p> <p>The following schedule for reviews is envisaged, as required:</p> <ol style="list-style-type: none"> <li>1. First review by CTBTO due two weeks after delivery of first draft of module;</li> <li>2. First round of revisions due 1 week after end of first review period;</li> <li>3. Second review by CTBTO due within 1 week after first round of revisions; and</li> <li>4. Final module due within 1 week after second review by CTBTO.</li> </ol> <p><i>Note: The preferred method for review is using the Review360 tool.</i></p>	Online via Teams
<b>14. Handover of final modules and final videos</b>	<p><b>Contractor:</b> upon final acceptance of the module, shall provide the following:</p> <ol style="list-style-type: none"> <li>1. Final editable project file</li> <li>2. SCORM file</li> <li>3. Final video project file</li> <li>4. All digital media files</li> <li>5. Delivery report as indicated in Section</li> </ol> <p>All files shall be saved on the Project platform. The Contractor shall also backup all Project files on an external USB drive and deliver to the CTBTO within one week of final acceptance of the e- learning module.</p>	Off-site (via Project platform)
<b>MILESTONE 2 completion</b>	<b>Contractor:</b> Prepares and provides a Task Report for Milestone 1 to CTBTO as stipulated in Section 8 of the TOR.	Off-site (via Project platform)

## 4. Methodology, Standards and Technology

The Contractor shall develop the e-learning modules that meet following requirements:

### 4.1. Multimedia requirements:

- Integration of photos and edited videos and video clips from past events provided by the CTBTO into e-learning project.
- Completion of the final edits of the raw edit videos delivered by the video production contractor as specified in the storyboard.
- Development of scenario-based animations, narrations, voiceovers.
- Overall adherence to CTBTO corporate identity.

### 4.2. Technical requirements:

- The developed e-learning modules shall conform to Sharable Content Object Reference Model (SCORM) standards and shall also be compatible with the xAPI protocol. The e-learning modules shall be based on Web accessibility W3C standards.



- E-learning development shall be done using standard off-the-shelf e-learning authoring tools. Articulate 360 authoring tools such as Storyline are preferred.
- The e-learning modules shall be developed in a way that allows the CTBTO the ability to perform easy and instant updates of the training contents and materials.
- The modules shall utilize responsive design and be compatible with mobile phones and tablets (HTML5).
- Visualization components of the modules shall be delivered in low-bandwidth and high-bandwidth versions with appropriate bit rates and shall be compatible for playback on all modern mobile devices, personal computers and web browsers

#### **4.3. Functionality requirements for the target audience:**

- The end user of the e-learning modules shall have the ability to stop or pause the module during any phase and control the volume, toggle to full screen mode, access additional resources and the glossary
- On-screen tool tips and links to the glossary for key terminology displayed on-screen
- Proficiency and competency testing of learners shall be built-in throughout the module, using task-based exercises and assessments
- An instant feedback system contained within each module shall allow for immediate assessment of the learner's activities
- The user shall be able to save their progress and return to the last visited content upon subsequent usage.
- Users shall have the ability to review in-module assessments exercises.

#### **4.4. Visual and Learning Design Requirements:**

- Consideration shall be given to current best practices regarding e-learning and professional computer-based training methodologies.
- The modules shall be engaging and interactive and shall contain video, photo, audio, scenario-based learning, simple animations and illustrations, embedded assessments, and be intuitive and easy to use.
- The modules shall include subtitles in English which may be toggled on or off by the end user as well as a downloadable transcript in PDF format.

#### **4.5. Language Requirements:**

- The e-learning modules shall be developed in English.
- Consideration shall be made that many users will not be native English speakers.

#### **4.6 Additional design requirements:**

- The content structure of the e-learning modules shall be developed in a:
  - Linear, knowledge-based format and/or
  - Interactive branching format.
- The overall length of modules developed by the Contractor shall consider not only the interactive components including assessments, multimedia, critical thinking challenges, but also the time that the learner spends on analyzing the content and choosing and reflecting on responses.

### **5. Qualification Requirements for the Contractor**

The Contractor shall meet as a minimum the following requirements:

1. Be legally registered and have all required licenses and accreditation for the development of E-learning modules.
2. Proven track record with a minimum of 10 years of experience with designing and implementing scenario-based e-learning modules (at least two references, preferably from international organizations) and provide an example of at least three previous e-learning modules of similar scope and complexity via a functional link(s).

## **6. Qualification requirements for Contractor's personnel**

The Contractor's personnel assigned to perform the Service shall demonstrate the required qualifications:

### **E-Learning Development Team (CVs shall be provided)**

1. Expert ability with off-the-shelf e-learning tools such as Articulate 360 and Storyline.
2. University degree in a field related to e-learning, instructional design, web design, multimedia production and graphic design.
3. At least three (3) out of five (5) years of recent experience in development of fundamentally sound e-learning modules and resources to a technical end user group similar to the Target Audience.
4. Minimum (5) years of proven experience in creating learning paths/journeys, proficiency in instructional design/adult learning.
5. Demonstrated ability to work with subject matter experts in fields related to OSI inspection techniques such as geophysics, radiation monitoring, visual observation and multi-spectral imaging, seismology, etc. in the development of e-learning modules which deal with complex technical topics or detailed procedures resulting in effective e-learning resources.
6. Demonstrated experience in development of e-learning modules utilizing distance learning best practices and the application of appropriate instructional design based on the learning objectives – at least 2 functional links.  
Demonstrated experience developing e-learning modules utilizing scenario-based learning approaches and demonstrated experience developing scenario-based animations.
7. Demonstrated experience in developing SCORM packages and working with common e-learning management systems such as Moodle.
8. Demonstrated professional knowledge of the English language.

### **Project Lead (CV shall be provided)**

1. University degree in a related field such as education, instructional design, web design, multimedia production and graphic design.
2. A designated Account manager/point of contact for the project shall be appointed for enquiries and coordination.
3. Demonstrated experience in managing the development of at least 5 similar e-learning modules utilizing distance learning best practices and the application of appropriate instructional design based on the learning objectives.

### **Roles**

There is an expectation that Project Lead will also be a core member of the E-Learning Development Team to contribute to instructional design, multimedia development, and e-learning authoring.

### **Change of personnel**

Any proposed adjustment to the personnel assigned to the project shall be communicated to the Commission at least two weeks in advance via e-mail and must include a rationale for the change, and the CVs of the proposed substitutions. The proposed candidates shall fully meet qualification requirements set in the ToR. Any such substitution shall be approved by the CTBTO project manager.

## **7. Risk Management**

The Contractor shall provide a business continuity and risk assessment plan at the project's commencement to identify potential risks that could impact the successful execution of the outlined implementation activities in these Terms of Reference. A preliminary draft plan shall be included in the technical offer. Risks may include but are not limited to technical challenges, changes in project requirements/scope, resource constraints, schedule delays, integration difficulties, and third-party software dependencies. The business continuity and risk assessment plan should be continuously updated, aligning with the delivery of project milestones and significant accomplishments.

Upon the project's satisfactory completion, the Contractor shall conduct a final review of the initially identified risks. Risks that have been effectively mitigated or did not materialize should be officially closed, accompanied

by appropriate documentation. The insights gained from the risk management process should be methodically documented and shared with the CTBTO, thereby contributing to the knowledge repository for forthcoming e-learning development endeavors.

## **8. Reporting and Milestones**

After completion of each milestone the Contractor shall provide the Commission with a Task Report to be used as a delivery note to accompany the invoice.

The Task Report shall be submitted to the Commission within 7 business days after the completion of the milestone. The timelines are indicative and subject to prior agreement with the Commission.

The Report shall contain (but not be limited to) the following:

- Reference to the module, including the date of request;
- Actions taken and services performed to complete the milestone;
- Any other relevant issues and/or recommendations.

The Contractor shall use the English language for all written and oral communication with the Commission.

## **9. Support provided by the Commission**

The Commission may provide to the Contractor:

- Subject matter experts to participate in the filming
- HTML5 based rotating 360-degree images, virtual tours created with Pano2VR and other HTML5-based resources for inclusion in the e-learning modules.
- Photos, edited videos and video clips from past events.

### **Filming and Video Production**

The Commission will contract a separate video production contractor who will be responsible for all elements of video production and raw editing services of recorded videos for the e-learning modules including the provision of video, photo, audio and lighting equipment.